

QUEENS LEGAL SERVICES
STAFF ATTORNEY EVALUATION

NAME _____ DATE OF HIRE _____
OFFICE _____ DATE OF ADMISSION _____
SUPERVISING ATTORNEY _____ DATE OF LAST EVALUATION _____
DATE OF EVALUATION _____

PART I

LAWYERING SKILLS

A. Data on Cases Handled:

Number of open cases: _____

The number of cases within each forum in which the attorney has represented clients during the past year:

Supreme Court _____	New York Court of Appeals _____
Surrogate's Court _____	Appellate Division _____
Family Court _____	Appellate Term _____
Civil Court _____	US Supreme Court _____
Housing Court _____	US Court of Appeals _____
Administrative _____	US District Court _____
Arbitration _____	Bankruptcy Court _____

List the significant cases the attorney has handled in the past year (e.g., appeals, class actions, law reform/impact litigation, group representation), and describe his/her work and/or responsibilities on each case:

B. Interviewing Skills:

(Perceptiveness, sensitivity, ability to focus on and obtain relevant facts, patience and courtesy)

Comments and/or explanation:

C. Knowledge of the Law:

(Substantive and Procedural)

Comments and/or explanation:

D. Problem Analysis:

(Speed and thoroughness of issue identification, creativity, imagination, awareness of potential ethical problems)

Comments and/or explanation:

E. Writing Skills:

(Organization, style, clarity, persuasiveness)

Comments and/or explanation:

F. Pre-Trial Preparation:

(Investigation, attention to facts, research, preparation of witnesses,
willingness to proceed to trial)

Comments and/or explanation:

G. Negotiation & Settlement:

(Judgment, persuasiveness, tenaciousness, preparation, overall
effectiveness)

Comments and/or explanation:

H. Trial & Hearing Skills:

(Organization, knowledge of evidentiary and procedural rules, oral advocacy, performance under stress, persuasiveness, overall preparation)

Comments and/or explanation:

I. Appeals Skills:

(Judgment, knowledge of court rules, oral advocacy, quality of research, quality of briefs)

Comments and/or explanation:

J. Non-Litigation Activities:

(Legislative and/or administrative advocacy, community outreach, LSNY task force meetings)

Comments and/or explanation:

K. Organization:

(Timeliness, accuracy, priority setting, case management, record keeping)

Comments and/or explanation:

L. Responsibility:

(Integrity, reliability, independence, dedication to clients)

Comments and/or explanation:

M. Willingness to Handle Work:

(Difficult cases, range of work, volume of work, motivation, initiative, willingness to give "extra effort")

Comments and/or explanation:

PART II

COMPLIANCE WITH OFFICE PROCEDURES

A. Willingness to Follow and Comply with Office Procedures:

Comments and/or Explanation:

B. Attendance and Participation at Staff/Unit Meetings:

Comments and/or Explanation:

C. Attendance on Intake Days:

Comments and/or Explanation:

D. Closing Files With Closing Statement:

Comments and/or explanation:

E. Maintenance of Files:

Comments and/or explanation:

F. Attendance and Punctuality:

Comments and/or explanation:

PART III

INTERPERSONAL RELATIONS

A. Relations with Supervisors, Staff Attorneys, Paralegals, Support Staff, Clients, Community Groups, Adversaries, Court Personnel:

Comments and/or explanation of above:

**B. Reactions to Suggestions and Criticism, Acceptance of Supervision,
Willingness to Follow and Comply with Office Procedures:**

Comments and/or explanation:

C. Cooperative Endeavors:

Comments and/or explanation:

PART IV

TRAININGS

- A. **Provide a List (with dates) of Trainings that the Attorney Attended Within the Past 12 Months.**

COMMENTS

- A. **Supervisor's General Comments on Work Performance:**

B. Supervisor's Recommendations:

Staff Attorney: _____ Dated: _____

Supervisor: _____ Dated: _____

Acknowledgement of the receipt of this evaluation does not signify your agreement with its contents. You have the right to respond in writing to the evaluation and to have that written response included in your personnel file.